



## EMPLOYMENT OPPORTUNITY WITH JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY

### Court Reporter – Technical Lead

Salary Range: Pending Review  
Depends on Experience  
Open Until Filled

#### Location Address:

Must be willing to travel to various locations throughout Maricopa County

#### Essential Functions:

- Acts as a technical resource to all court reporters on equipment, issues, and questions.
- Ensure calendar is completed correctly with accurate court reporting coverage for court.
- Reports courtroom proceedings by use of stenograph equipment and computer-aided-transcription software.
- Reads aloud from stenographic notes as requested by court or counsel.
- Timely prepares and produces transcripts of cases as requested by litigants, attorneys, judges and other court personnel.
- Files Grand Jury and other transcripts in accordance with deadlines set by statute.
- Transcript preparation includes extensive research of case citations, statutes, and specialized terminology.
- Edits, proofreads, binds, and certifies transcripts as to true and accurate copy.
- Timely distributes transcripts to appropriate parties.
- Routinely interacts and corresponds with private sector litigants, attorneys, support staff, paralegals, as well as judges, court personnel, the Court of Appeals, and the Arizona Supreme Court regarding transcript requests and preparation.
- Prepare detailed weekly reports for judges, quarterly reports for Deputy Court Administrator.
- Monitor monthly statistics and report case activity reports to Deputy Court Administrator.
- Properly maintains and updates computer text, dictionary, and backup files.
- Properly maintains and updates stenographic equipment and computer equipment.
- Diligently archives paper stenographic notes and/or electronically produced stenographic notes, as well as all computer-generated stenographic files.
- May assist court office personnel with various duties.
- Act as Court Reporter Manager in their absence.

**Minimum education and/or experience:** Completion of a formal Court Reporter training program. Certification as a Court Reporter pursuant to A.R.S. 32-4001, et seq., including the National Court Reporters Association's Registered Professional Reporters Certification.

#### Knowledge, Skills, and Abilities:

Knowledge of courtroom practices and procedures. Knowledge of legal terminology. Skill in using stenograph equipment and court reporting software. Skill in using standard office machines. Ability to transcribe court proceedings quickly and accurately.

**Other Requirements:**

Valid Class D Arizona driver's license and reliable personal transportation.

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 11 paid holidays. This position is Unclassified and not covered by the Judicial Merit Rules. **EOE**

Please submit a letter of interest, resume and three professional references to the attention of Michelle Anderson, HR Analyst, at the following:

Email: [andersonm005@superiorcourt.maricopa.gov](mailto:andersonm005@superiorcourt.maricopa.gov)